

CONFIDENTIALDD / S E
FILE *Bldg 6-3*

29 DEC 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Refurbishing of the Executive Dining Room

REFERENCE : Memo dtd 17 Aug 71 to ADD/S fm D/L, same subject

1. This memorandum contains recommendations for your approval; such recommendations are contained in paragraphs 3 and 4.

2. The referent memorandum contained an estimate of the funds, \$8,200, required to provide new chairs and china, and to decorate the room. The chairs and china are on hand and we plan to paint and install new rugs during the period 7 to 10 January 1972.

3. To properly complete the project, we recommend that the existing flatware be replaced. As you may have noted, our present place settings consist of a variety of styles gathered over the years. It is frequently impossible to provide a table for four with the same pattern or style of flatware. The Fine Arts Commission has selected a plain, simple stainless steel setting as the best for our use. The cost to provide twelve dozen settings, including soup spoons, salad forks, and iced tea spoons, is approximately \$700.

4. Your approval is requested to purchase the settings by withdrawing the necessary funds from the Executive Dining Room's savings account, which includes over \$3,500 of non-committed funds.

5. A portion of the current flatware and china will be retained by the Executive Dining Room for use in serving food outside of the Dining Room. The balance has been requested by the Office of Training for use in their Senior Seminar kitchenette at the Chamber of Commerce Building.

Acting Director of Logistics

The recommendations contained in paragraphs 3 and 4 are approved.

25X1

John W. Coffey
Deputy Director

Date

Approved For Release 2003/04/29 : CIA-RDP84-00780R003800200002-9

CONFIDENTIALGROUP 1
Excluded from automatic
downgrading and
declassification

OL 1 10,501

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SUBJECT: Refurbishing of the Executive Dining Room

Distribution:

Orig. - OL/LSD (via D/L)

2 - DD/S Chrono, Subject

1 - OL Official

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UNCLASSIFIED

INTERNAL
USE ONLY

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SECRET

ROUTING AND RECORD SHEET

DD / S REGISTRY

SUBJECT: (Optional)

FILE *Bldg + Gr 3*

Refurbishing of the Executive Dining Room

FROM:

Director of Logistics

EXTENSION

NO.

DATE

17 AUG 1971

TO: (Officer designation, room number, and building)

DATE

OFFICER'S

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment)

RECEIVED

FORWARDED

1.
Assistant Deputy Director for
Support, [redacted]

Dear Bob:

For your information, I have attached a copy of a memorandum I requested [redacted] to give me in June which shows the precedent in refurbishing the Executive Dining Room and, additionally, shows the current plan.

[redacted]
John F. Blake

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71. 3289

17 AUG 1971

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Refurbishing of the Executive Dining Room

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 3.

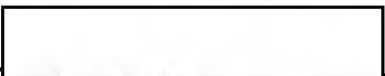
2. It is my understanding from the Chief, Logistics Services Division, OL, that the Director has approved the plan to refurbish the Executive Dining Room. It is my further understanding that you informed the Chief, Logistics Services Division, OL, that funds allotted to the Logistics Services Division will be used for this purpose and that at some future date in the fiscal year the Office of Logistics will be reimbursed the approximate \$8,200 for this purpose.

3. It is recommended that you execute your signature below thereby authorizing the expenditure of \$8,200 of funds allotted to this Office for the purpose of refurbishing the Executive Dining Room.

Signed: John F. Blake
John F. Blake
Director of Logistics

The recommendation contained in paragraph 3 is approved.

25X1


Robert S. Wattles
Assistant Deputy Director
for Support

Date

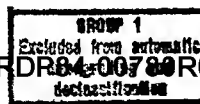
Distribution:

Orig - D/L

2 - DD/S Chrono Subject

1 - OL/Official

OL 1 4435

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9 JUN 1971

MEMORANDUM FOR: Director of Logistics

SUBJECT : Refurbishing of the Executive Dining Room

REFERENCE : Memo dtd 2 Jun 71 to C/LSD/OL fm D/L,
same subject

1. In response to the referent memorandum we have listed below the answers to all questions concerning past and proposed refurbishing of the Executive Dining Room (EDR), a complete breakdown of incremental costs as appropriate, and relative costs of existing and proposed china place settings. The answers are alphabetically keyed to the questions set forth in the referent memorandum.

a. The balance of the EDR savings account totals \$8,000. The proposed refurbishing costs total \$8,220. It is suggested that \$220 be absorbed within the programmed expenditures for Logistics Services Division (LSD) during FY 1972. This can be accomplished by means of a work order issued by LSD to the General Services Administration (GSA) for accomplishing necessary painting work. NOTE: If it is desired to leave a contingency balance in the EDR savings account, the painting costs to be absorbed by LSD could be increased up to but not to exceed \$1,250.

b. The EDR was last renovated during the fall/winter of 1963. This refurbishing was accomplished in accordance with an action memorandum issued by the Executive Director-Comptroller and all work was completed in February 1964. The plan was approved by the Fine Arts Commission (FAC). A Mr. M. Edwin Welsh, decorator for GSA, was responsible for planning and the work was carried out under the supervision of the Chief, LSD/OL. Funds for the work were provided by the Office of Logistics. Refurbishing costs were as follows:

(1) 64 each side chairs, walnut and leather @ \$80.40	\$ 4,824
(2) Wall vinyl, 90 yds. @ \$6.25	249
(3) Three each credenzas @ \$625 ea.	1,875

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(4) 16 tables - 36" X 36"	480
24" X 36"	780
36" X 48"	700
(5) Artificial flower arrangements	300
(6) Panel draperies	610
(7) Carpeting, 112 sq. yds. @ \$12. 05	<u>1,350</u>
Subtotal	<u>\$11,068</u>
Estimated GSA Labor/Painting, etc.	<u>1,000</u>
TOTAL	<u>\$12,068</u>

c. The incremental costs for the proposed refurbishing are:

(1) Carpeting, Building Standard, 112 sq. yds. @ \$7. 78 (including installation)	\$ 872
(2) Painting of walls, ceiling, and wood uprights - 1,039 sq. ft. , includes estimated overtime	1,250
(3) Furniture: 64 each Knoll chairs at \$57. 50, including fabric and upholstering	3,900
(4) Syracuse China place settings, nine dozen basic place settings plus related serving pieces; 90 to 120 days delivery FOB, Langley	3,940
(5) Experimental ceramics recommended by FAC	<u>5</u>
TOTAL	<u>\$8,220</u>

d. Recommended Syracuse China cost is \$28. 27 per place setting. Each setting to include 12 basic pieces. Additional pieces over and above items previously used include a casserole, the coupe soup bowls, plate liners, bouillon cups, and grapefruit bowls. Attachment 1 provides a complete listing of recommended china purchase.

e. Attachment 2 is a listing of the Agency crested china originally ordered. Per dozen costs as cited therein have been increased by 10 percent; thus, a place setting would cost \$30. 18 and would include only the seven basic items as noted by the asterisks. This cost, of course, would be increased by the need for related serving pieces.

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SUBJECT: Refurbishing of the Executive Dining Room

f. An inventory has been made of the Agency seal place settings.
The items and quantities are as follows:

(1) Dinner plates	173
(2) Dessert dishes	113
(3) Soup bowls	61
(4) Saucers	86
(5) Cups	66*
(6) Butter plates	44
(7) Salad plates	56
(8) Vegetable serving dishes	7

Using the quantity of 66 cups (*) as the lowest number of basic items available, we have exactly 66 complete place settings.

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2. [] has requested the Syracuse China Company to furnish the Agency a sample of the selected green bordered design. Concurrently, the Manager of the EDR is to provide new linen samples. As linen service is acquired on a lease basis, there is no additional cost involved.

3. This Division has placed an order with Knoll International for two chairs - one of oak and one oiled walnut; each upholstered with the [] suggested - FAC approved sand colored fabric. These prototype chairs should be received by mid July.



Chief, Logistics Services Division, OL

2 Atts

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PROPOSED SYRACUSE HOTEL CHINA

9 doz.	#10 plate	\$ 47. 10
9 doz.	#8 plate	39. 30
9 doz.	#6 plate	31. 10
18 doz.	#5 plate (underliner/dessert)	26. 20
9 doz.	#4 plate (bread & butter)	23. 35
9 doz.	Coupe soup bowl	30. 85
9 doz.	Grapefruit bowl (salad)	25. 35
9 doz.	3 1/2 fruit/side vegetable	20. 65
9 doz.	tea cups - 7 oz.	28. 10
18 doz.	tea saucers	22. 70
9 doz.	Bouillon cups	24. 25
3 doz.	Cream/handled	42. 35
3 doz.	Sugar bowl	52. 75
9 doz.	Casserole w/cover	20. 50

(14 items compared with original 7)



3. 1/2 doz
CHINA, Syracuse, Special Pattern on the Caroline Shape with two Gold Lines and Central Intelligence Agency's Crest as follows: (Color Swats of the blue and gold in Crest attached)

* No. 11 Dinner Plates - 10-5/8 in.	7 doz.	63.52	444.64
* No. 6 Salad Plates - 8 in.	7 doz.	48.00	336.00
* No. 4 Bread and Butter Plates - 8-7/8 in.	5 doz.	39.84	199.20
* Rim Soup Plates - 8-7/8 in.	5 doz.	56.16	280.80
* Tea Cups	5 doz.	49.92	249.60
* Tea Saucers	5 doz.	31.20	156.00
* Fruit Dishes, Ind. - 5-1/8 in.	5 doz.	40.80	204.00
Vegetable Bowls - Round	3 ea.	10.40	31.20
Vegetable Bowls - Oval	3 ea.	10.40	31.20
Demitasse Cups	1-1/2 doz.	37.00	55.50
Demitasse Saucers	1-1/2 doz.	18.00	27.00

engraving charge for crest (Initial Order Only)

TOTAL \$2,165.14